


Report for week ending 9 December 1953 from  
REPORTS AND CORRESPONDENCE MANAGEMENT BRANCH

1. Developed and submitted to [ ] checklists for measuring an area's needs for Reports and Correspondence Management Programs. It is anticipated that these lists be used by analysts spearheading the over-all Records Management Program in a particular area. 25X1
2. In connection with the Writer's Guide:
  - a. Originated a letter to the Interior Department requesting a copy of the series "Writing Effective Letters."
  - b. Put in final form the staff study "Providing Agency Personnel with Guidance to Effective Writing" and submitted this paper to [ ] 25X1
  - c. Conducted extensive research in the CIA and Congressional Libraries.
  - d. Provided an artist of Graphics Registry with material for a series of fliers. This party has volunteered to develop rough sketches of the series on his own time. The sketches should be completed by 11 December.
3. Outlined the proposed illustrated brochure on reports management. The question and answer method of presentation will be used.

  
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Chief, Reports and Correspondence  
Management Branch

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